

NAVSTA NORVA INSTRUCTION 5521.1

Subj: INSTALLATION ACCESS PROCEDURES FOR NAVY COLLEGE COURSES

Ref: (a) OPNAVINST 5530.14C, Navy Physical Security Manual  
(b) COMNAVREG MIDLANT NORFOLK VA 081413Z Oct 02,  
Authorized Identification Cards to Access  
Mid-Atlantic Region Installations

1. Purpose. To promulgate policy for installation access for civilians not possessing a DoD identification card to attend courses offered by schools participating in Navy College.

2. Discussion. Reference (a) requires installation commanders to establish positive access control measures. To meet that requirement, reference (b) promulgated the authorized identification cards for access to naval installations in the Mid-Atlantic Region, including Naval Station Norfolk. The Navy College Program permits and encourages civilian students to take courses taught by participating schools on base to ensure optimum course loading so that schools can offer a wider range of courses to military personnel. This instruction ensures that the requirements of reference (a) are met while supporting the Navy College Program.

3. Responsibilities. The Commanding Officer is responsible for Force Protection on board Naval Station Norfolk. The Security Officer, as the designated representative of the Commanding Officer, is responsible for planning, implementing, enforcing, and supervising the Force Protection Program of the command. This responsibility includes ensuring only authorized personnel access the installation per references (a) and (b). The Director, Navy College Office, Naval Station Norfolk is responsible for ensuring that civilian schools participating in Navy College understand and comply with this instruction.

4. Applicability. This instruction applies to all civilians not possessing an identification card authorized by reference (b), including non-U.S. citizens, who desire access to Naval Station Norfolk to conduct business with a school office or attend courses or other school function(s). Students not willing to provide the information required by this instruction will not be allowed access to the installation.

5. Action

a. School/University

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(1) Will submit a roster of all students desiring to attend a course of instruction aboard Naval Station Norfolk, who do not have an approved Department of Defense (DOD) ID card per reference (b), to the Director, Navy College Office at 1680 Gilbert Street Suite 201, Norfolk, VA 23511-2906.

(2) The list will include each student's full name, Social Security Number, and the course the student desires to attend. Students who are not U.S. Citizens must include their alien registration number (green card number) or student/work visa number.

b. Director, Navy College Office

(1) Will verify the School/University's annotated course of instruction for applicability, period of instruction, and verify the student roster for completeness of required information.

(2) Upon certification of the above information, Director, Navy College Office will forward the roster of students that do not have an approved Department of Defense ID card to Naval Station Norfolk Security Department Pass and Identification Office for fabrication of Student Badges.

c. Security. Naval Station Pass and Identification Office security personnel will ensure Student Badges are only issued to personnel actually listed on the school roster and who have been certified by the Director, Navy College Office. All photo ID cards, Green Cards and/or Student/Work visas will be sighted and a positive ID made of the person presenting requesting the Student Badge. Student Badges shall expire at the end of the specific course for which they are issued.

(1) Students who do not present a proper photo ID or who are not on the school access list will not be issued a Student Badge.

(2) Gate Sentries will positively identify any individual presenting a photo ID and Student Badge by ensuring the photo is the actual person presenting the identification, the name on the Student Badge matches the name on the photo ID, and the expiration date on the Student Badge has not been exceeded. If there is any discrepancy, the Gate Sentry will not allow access to the base and will direct the individual back to Pass and ID Office for correction. If the Gate Sentry suspects fraud or deceit with the Student Badge, the Gate Sentry will have the vehicle moved to the side of the road and conduct an AVI.

d. Students. Obtain a Student Badge from the NAVSTA Pass and ID Office located across from NAVSTA Gate 5 on Hampton Blvd.

(1) The student's photo ID card and/or a Green Card or student/work visa must be presented to obtain a Student Badge.

(2) The student's name must be on the school roster to obtain the Student Badge.

(3) Students must present a photo ID and Student Badge to the Gate Sentry to gain access to the installation.

(4) Students are not allowed to sponsor or bring guests on the installation, nor are they allowed access to the installation on days that their class is not scheduled.

(5) Students must enter the installation via the closest open gate to the building in which their class is conducted. The route of travel to and from class shall be directly between the gate and class location.

(6) Any student found in violation of this instruction will have their Student Badge revoked and a Letter of Exclusion issued which permanently bars them from the installation.

6. Review. This instruction will be reviewed by the Sewells Point Precinct Security Officer annually.

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